

18 December 1956

MEMORANDUM FOR: Chief, Support Staff, OCI
FROM : Chief, Document Division, OCR
SUBJECT : Receipt of CS Reports

1. The lists of CS reports received by OCI on 28th, 29th and 30th of November 1956 which you forwarded have been reviewed to note the time spent in processing such reports in OCR.
2. This time was determined from the typed date on the receipt form transmitting the reports from the Reproduction office. We have noted that this date is frequently one work day previous to the date actually received by OCR.
3. We also want to point out that Thursday the 22nd of November was a holiday and that work in our Analysis Branch was suspended on Monday 26 November due to a general physical move of all personnel.
4. A summary of the number of work days required for processing CS reports received by OCI during the three day period is as follows:

	28 Nov.	29 Nov.	30 Nov.	Total
1 day	1	2	0	3
2 days	12	23	11	46
3 days	0	27	31	58
4 days	47	47	27	121
5 days	0	7	29	36
6 days	0	0	3	3
7 days	0	0	4	4
10 days	0	0	1	1
11 days	0	0	1	1
Total	60	156	107	273

NOTE: All the reports requiring 6-11 days were CS-LT Reports receiving special processing of enclosures.

5. When considering the time spent in dispatch and delivery by the Reproduction office and the time spent in delivery to OCI and processing by OCI, we estimate that the actual processing time for the reports involved is divided on the average as follows: